



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

033

Date: June 19, 2015

TO: ALL MISSION PERSONNEL

FROM: JOSEPH ROZENSHTAIN – A/HUMAN RESOURCES OFFICER

SUBJECT: PROCUREMENT AGENT

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Procurement Agent

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: General Services Office

OPENING DATE: Immediate

DEADLINE: July 3, 2015 at 6 P.M. Kyiv Time

**FP –07 is subject for confirmation with Washington.*

IMPORTANT ELIGIBILITY NOTE:

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Purchasing of various goods and services from U.S. and non-U.S. vendors using all procurements methods. Performs procurement of commodities with complex technical characteristics from local and U.S. vendors. Conducts market research using local catalogs and on-line Internet resources, finds sources of supplies and services to meet specific technical requirements, i.e. office and computer equipment (workstations, monitors, printers, scanners, faxes), soft- and hardware, office equipment consumables, household appliances, vehicle spare parts and tires, lighting equipment, hardware and construction materials. Obtains and evaluates vendors' quotations and advises on the best offer based on technical specifications, price, and delivery terms.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of secondary school is required.

WORK EXPERIENCE:

- Minimum two years in procurement, administrative operations, purchasing, customer service or similar field is required.

LANGUAGE:

- Level III (good working knowledge) in English, Russian and Ukrainian is required.

KNOWLEDGE:

- Job holder should have a good understanding and knowledge of the Ukrainian market (oil and lubricants, electronics, construction materials, computers, air-conditioners, auto parts, computer soft-ware and hardware, ADP equipment supplies and accessories, household appliances, warehousing and storage equipment, etc.) and local business practices to be able to establish good-working relationship with existing and new vendors and ensure best pricing and delivery terms.

SKILLS AND ABILITIES:

- Job holder should be able to prepare basic statistical reports ad summaries, i.e. price evaluation summary for specific product(s) and/or product(s) quality/specifications comparison summary, etc. Job holder should be able to use effectively Microsoft computer programs, such as Access, Excel, Word, Internet Explorer, etc. and ability to learn how to work with other software products. Job holder should have good numerical and typing skills. Job holder must have valid driving license (category B) and should be able to drive safely in all road conditions.

APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **July 3, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified* candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.